

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-035

OPENING DATE: 13 February 2004

CLOSING DATE: 15 March 2004

ANTICIPATED FILL DATE: 2 May 2004

POSITION TITLE AND NUMBER

Information Technology Specialist (APP/SW)
PDCN 90035C/W/E00, MD #: TBD

UNIT/ACTIVITY AND DUTY LOCATION

DCSI M (J6)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Special Salary Rate)

GS-2210-12 \$59,078.00 - \$76,804.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge required by this position must include a high level understanding of the information management systems and their impact on each other.
2. Knowledge of current state-of-the-art application software development and related computer equipment sufficient to design, evaluate code, test, and de-bug large and complex programs.
3. Knowledge of and skill in applying IT concepts, principles, methods, and practices along with current programming/scripting languages, internet technologies and protocols in order to analyze the internet potential of systems, networks, and data; new and emerging information technologies and/or industry trends; and the command IT infrastructure for creating internet applications that enhance user-developed content; meeting business and technical requirements; providing internet services that optimize customer experience; and creating web pages.
4. Knowledge of the organizational structures, functions, work processes/programs of agency organizations, as well as a high degree of analytical ability to gather, assemble, and analyze facts, draw conclusions, and devise solutions to problems which will increase the effectiveness of the functional area business process.
5. Knowledge of cost benefit analysis to analyze and study current and desired systems and recommend the most cost-effective systems for local application or web-based application.
6. Ability to communicate effectively both written and orally.
7. Ability to communicate complex software development and analysis requirements to non-technical personnel (e.g., end users, functional area experts and management).

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Officer, Warrant Officer or Enlisted position in the NCARNG is mandatory. (Off: 25 and 53; WO: 25, 918B, 920A, 920B; Enl: CMF 31 and 74)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified).

PRINCIPLE DUTIES AND RESPONSIBILITIES: Serves as a principal expert and the authoritative source for software application development providing project leadership to lower-graded specialists. Provides technical guidance for application analysis and programming to internal and external contacts. Coordinates studies and plans with other technical personnel in the directorate. Recommends specific requirements for new application development and improvements to current applications.

Determines feasibility of the requested applications. Plans, coordinates and accomplishes studies to identify need for new stand-alone and web-based application requirements. Determines specifications, equipment and facilities necessary to develop, modify, and implement needed applications. Designs, develops, implements, monitors, and maintains stand-alone and web-based applications using software engineering techniques. Develops work plans, program logic, special instructions, and detailed flow charts covering processes and application needs. Assures software and systems quality and functionality. Ensures involvement of customer and management throughout the development process. Works with customers to test applications and ensure desired functionality is attained. Performs application maintenance. Analyzes National Guard Bureau (NGB), agency and locally developed standard/stovepipe systems to determine needed additions. Develops new applications using software-engineering techniques that enhance existing stovepipe systems. Develops reports on the status of projects. Implements project management principles. Drafts project plans, assigns tasks, monitors progress, and resolves critical issues. Achieves cost goals, schedule goals, and performance goals. Develops and documents internal Standard Operating Procedures/Instructions (SOP/SOIs) for application development. Creates new guidelines and recommends Engineering Change Proposal – Software (ECP-S) through proponent agencies. Writes and maintains application documentation for internal code. Writes and maintains documentation to include user manuals, help files, and installation guides. Coordinates the demonstration of new and enhanced applications to customers and management. Provides training on application implementation, including classroom instruction and Computer Based Training (CBT) development. Determines overall technical design and structure of websites and web-based applications. Ensures security standards are met. Anticipates problems, researches trends in system needs, and determines when new or additional hardware/software is required. Attends conferences and seminars that deal with Software Engineering and application development. Performs other duties as assigned.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1